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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3530.1C

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Request Notification of Change

(NASA Only)

Subject: NASA Pay and Compensation Policy

Responsible Office: Office of Human Capital Management

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Chapter 10. Travel and Transportation Expenses Under the NASA Flexibility Act of 2004

10.1 References

5 U.S.C. Part III, Subpart I, Chapter 98, National Aeronautics and Space Administration

5 U.S.C. § 5724, Travel and Transportation Expenses of Employees Transferred; Advancement of Funds; Reimbursement on Commuted Basis

10.2 Travel and Transportation for Certain New Employees

10.2.1 This implements 5 U.S.C. § 9811, Travel and Transportation Expenses of Certain New Appointees, authorizing NASA to pay the travel, transportation, and relocation expenses of a new appointee to the same extent, in the same manner, and subject to the same conditions as payments of such expenses under 5 U.S.C. § 5724, Travel and Transportation Expenses of Employees Transferred; Advancement of Funds; Reimbursement on Commuted Basis, 5724a, 5724b, and 5724c to an employee transferred in the interest of the US Government.

10.2.2 New appointee means:

a. A person newly appointed or reinstated to Federal service in NASA to:

(1) a career or career-conditional appointment or an excepted appointment to a continuing position;

- (2) a term appointment;
 - (3) an excepted service appointment that provides for noncompetitive conversion to a career or career-conditional appointment;
 - (4) a career or limited term SES appointment;
 - (5) an appointment made under section 203 (c)(2)(A) of the NASA Space Act of 1958 (42 U.S.C. § 2473, Functions of Administration, Subsection (c)(2)(A))
 - (6) an appointment to a position established under 5 U.S.C. § 3104, Employment of Specially Qualified Scientific and Professional Personnel; or
 - (7) an appointment to a position established under 5 U.S.C. § 5108, Classification of Positions above GS-15; or
- b. A student trainee who, upon completion of academic work, is converted to an appointment in NASA that is identified in item (a) of this paragraph in accordance with an appropriate authority.

10.2.3 NASA Center Directors, Center Human Resources Directors, and the AA, OHCM have authority to authorize travel, transportation, and relocation expenses for a new appointee to the same extent, in the same manner, and subject to the same conditions as payments of such expenses to an employee transferred in the interest of the U.S. Government.

10.2.4 New appointee travel will be authorized as follows:

- a. Travel authorizing officials will determine when the travel of a new appointee is in the interest of the U.S. Government and, on the travel authorization form, document the reasons on which that decision is based.
- b. The provisions of the Chief Financial Officer travel policies and manuals apply except as modified by this NPR.
- c. When determined to be in the interest of the US Government, new appointee travel may be authorized under government-wide and CFO provisions applicable to the transfer of an employee from one permanent duty location to another.
- d. The decision to authorize travel for new appointees must be communicated to all potential applicants for the position for which the new appointee is selected. Normally, this will be accomplished by including the information in the vacancy announcement. An exception to this requirement involves the conversion to a competitive appointment and concurrent permanent change of station move for a Student Career Experience Program participant.

10.2.5 The NSSC will maintain records for all travel authorized for new appointees under FMM 9761 and under full travel reimbursement applicable to permanent transfer situations. The NSSC must provide the following information to the OHCM: (1) the average amount of relocation cost reimbursement paid per new appointee under this authority during the fiscal year, and (2) the largest amount of relocation cost reimbursement paid to a new appointee under this authority during the fiscal year.

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